

**BANKRUPTCY APPELLATE PANEL
FOR THE FIRST CIRCUIT
CLERK'S OFFICE**

**PART-TIME CASE MANAGER
CL 25**

JOB ANNOUNCEMENT: 06-01

STARTING SALARY RANGE: \$36,620 - \$45,806 depending on qualifications; annual salary range will be prorated based on part-time equivalent.

TYPE OF APPOINTMENT: Part-time (30 hours per week, 10:00 am - 5:00 pm), permanent position.

REQUIREMENTS: Candidates must have a minimum of 2 years' experience in a legal setting; familiarity with bankruptcy and appellate processes preferred. Candidates must be computer literate, with experience in Windows 2000 and WordPerfect 12. Requires ability to enter complex data accurately and to adhere to stringent deadlines, and strong communication and organizational skills. College degree preferred.

RESPONSIBILITIES: Duties include reviewing legal documents received; preparing case opening documents and transmitting to appropriate parties; managing cases, including maintaining official docket, entering appropriate data into automated case management system and responding to inquiries regarding procedures and the status of cases; and, performing courtroom duties at oral argument sessions.

CLOSING DATE: September 8, 2006

SEND COVER LETTER AND RESUME TO:

Stephen B. Turner, Coordinator
Bankruptcy Appellate Panel for the First Circuit
John Joseph Moakley U.S. Courthouse
One Courthouse Way, Suite 2500
Boston, MA 02210

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Employees are considered at-will and are not covered by
federal civil service classifications or regulations.
Selectees are subject to a background check as a condition of employment.

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